United Nations ST/SGB/2005/1

Secretariat

1 January 2005

Secretary-General's bulletin

Amendments to the 100 Series of the Staff Rules (ST/SGB/2002/1)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 112.2 (a), hereby promulgates the text of the amendments to the 100 Series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/1. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 105.1 (c), Annual leave, is provisionally amended to establish a new annual leave cycle from 1 April through 31 March, which will begin on 1 April 2005;

(b) Rule 106.2 (e), Sick leave during annual leave, is amended to clarify that sick leave during annual leave may be approved only if the period of sickness exceeds five consecutive working days;

(c) Rule 107.1 (c), Official travel of staff members, is amended to clarify that on separation of a staff member the Organization will pay the travel expenses of staff member to the place of home leave if the staff member has a probationary appointment or an appointment of two years or longer or has completed two years of continuous service;

(d) Rule 110.4 (d), Due process, is amended to reflect that matters pertaining to financial responsibility for gross negligence will be considered by a Joint Disciplinary Committee under rule 110.5, as amended, and to clarify that subsequent appeals shall be submitted directly to the United Nations Administrative Tribunal;

(e) Rule 110.5, Joint Disciplinary Committees, is amended by adding a new paragraph (c) to include matters pertaining to financial responsibility for gross negligence in the competence of the Joint Disciplinary Committee at Headquarters;

(f) Rule 110.6, Composition of Joint Disciplinary Committees, is amended by adding a new paragraph (i) to specify that when the advice of the Joint Disciplinary Committee at Headquarters is sought in a matter pertaining to financial responsibility for gross negligence, the level of the members constituting the panel

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should be at least the same as the level of the staff member whose financial responsibility may be engaged;

(g) Rule 110.7, Joint Disciplinary Committee procedure, subparagraph (d), is amended to ensure consistency with rule 110.4, as amended, to implement the decision taken by the General Assembly in its resolution 57/307 of 15 April 2003, and a new paragraph (e) is added to specify the participation of the Office of Legal Affairs, in an advisory capacity, in matters pertaining to financial responsibility for gross negligence;

(h) Rule 112.3, Financial responsibility, is amended to clarify that staff members are to be held responsible for financial loss resulting from their gross negligence and to ensure consistency with the wording of the other amendments necessary to establish the existence and the extent of the financial responsibility of staff members for financial loss suffered by the Organization.

1.2 Attached for insertion in the printed copy of ST/SGB/2002/1 are the new pages containing the amendments to the Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules.

Section 2
Final provisions

2.1 Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2005.

2.2 The following bulletins are hereby abolished:

- ST/SGB/2004/14, entitled "Amendments to staff rules 110.4, 110.5, 110.6, 110.7, 112.3, 212.2 and 312.2"
- ST/SGB/2004/16, entitled "Annual leave cycle".

(*Signed*) Kofi A. **Annan**
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

* * *

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/252 of 8 September 1998, resolution 53/209 of 18 December 1998, resolution 53/221 of 7 April 1999, resolution 54/238 and decision 54/460 of 23 December 1999, resolution 55/223 of 23 December 2000, resolution 55/258 of 14 June 2001, resolution 56/244 of 24 December 2001, resolution 57/285 of 20 December 2002, resolution 57/307 of 15 April 2003 and resolution 57/310 of 18 June 2003; resolution 58/285 of 8 April 2004 and resolution 59/268 of 23 December 2004.

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1

Staff members shall be allowed appropriate annual leave.

Regulation 5.2

Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3

Eligible staff members shall be granted home leave once in every two years. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is either the country of his or her official duty station or the country of his or her normal residence while in United Nations service shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

Annual leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below and of rule 105.2 (c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) (i) Annual leave may be taken in units of days and half-days;

(ii) Leave may be taken only when authorized. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the staff member's control and the staff member has accrued annual leave, the absence will be charged to that leave;

(iii) All arrangements as to leave shall be subject to the exigencies of service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 April of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) (Cancelled)

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided that his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

Special leave

(a) (i) Special leave may be granted at the request of a staff member for advanced study or research in the interest of the United Nations, in cases of extended illness, for child care or for other important reasons for such period as the Secretary-General may

Sick leave during annual leave

(e) When sickness of more than five consecutive working days occurs while a staff member is on annual leave, including home leave, sick leave may be approved subject to appropriate medical certification.

Obligations of staff members

(f) Staff members shall inform their supervisors as soon as possible of absences due to illness or injury. They shall promptly submit any medical certificate or medical report required under conditions to be specified by the Secretary-General.

(g) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by the United Nations medical services or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule.

(h) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other condition which may affect the health of others, the Medical Director shall decide whether the staff member should be excused from attendance at the office. If so, the staff member shall receive full salary and other emoluments for the period of authorized absence.

(i) A staff member shall not, while on sick leave, leave the duty station without the prior approval of the Secretary-General.

Review of decisions relating to sick leave

(j) Where further sick leave is refused or the unused portion of sick leave is withdrawn because the Secretary-General is satisfied that the staff member is able to return to duty and the staff member disputes the decision, the matter shall be referred, at his or her request, to an independent practitioner acceptable to both the Medical Director and the staff member or to a medical board.

(k) The medical board shall be composed of:

(i) A medical practitioner selected by the staff member;

(ii) The United Nations Medical Director or a medical practitioner designated by the Medical Director; and

(iii) A third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the United Nations.

Rule 106.3

Maternity leave

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of sixteen weeks from the time it is granted, except as provided in subparagraph (iii) below;

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue working, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between sixteen weeks and the actual period of pre-delivery leave, subject to a minimum of ten weeks. However, the staff member, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The staff member shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

(b) Where both spouses are staff members of the United Nations, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above may be used as paternity leave by the father of the child, under conditions established by the Secretary-General. Alternatively, paternity leave may be charged to the father's annual leave entitlement.

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave.

(f) (Cancelled)

Rule 106.4

Compensation for death, injury or illness attributable to service

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to these Rules.

Rule 106.5

Compensation for loss or damage to personal effects attributable to service

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 107.1

Official travel of staff members

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:

(i) On initial appointment, provided the staff member is considered to have been internationally recruited under rule 104.7;

(ii) When required to travel on official business;

(iii) On change of official duty station, as defined in rule 101.6;

(iv) On home leave, in accordance with the provisions of rule 105.3;

(v) On family visit, in accordance with the provisions of paragraph (b) below;

(vi) On separation from service, as defined by article IX of the Staff Regulations and chapter IX of the Staff Rules, and in accordance with the provisions of paragraph (c) below;

(vii) On travel authorized for medical, safety or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

(b) Under subparagraph (a) (v) above, and subject to conditions established by the Secretary-General, the United Nations shall pay the travel expenses of a staff member for the purpose of visiting his or her eligible family members at the place of recruitment, the place of home leave or the previous duty station when, during the preceding twelve months, no eligible family member has been present at the duty station after travel at United Nations expense, except on education grant travel. Family visit travel may be paid in respect of:

(i) Staff members who are considered as having been internationally recruited under rule 104.7, provided that they serve and reside outside their home country; and

(ii) Staff members who are considered as having been locally recruited under rule 104.6, when they are on mission assignment away from their parent duty station.

Family visit travel may be granted once every year in which the staff member's home leave does not fall due, except for eligible staff members serving at designated duty stations in respect of which special conditions shall apply.

(c) Under subparagraph (a) (vi) above, the United Nations shall pay the travel expenses of a staff member to the place of recruitment. However, if the staff member had a probationary appointment or an appointment for a period of two years or longer or had completed not less than two years of continuous service, the United Nations shall pay his or her travel expenses to the place recognized as his or her home

for the purpose of home leave under rule 105.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave, as applicable.

Rule 107.2

Official travel of family members - established offices

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible family members under the following circumstances:

(i) On the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of rule 104.7, provided that the appointment is for a period of one year or longer or is a probationary appointment and provided that the staff member's services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(ii) Following completion by the staff member of not less than one year of continuous service, provided that his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(iii) On change of official duty station, provided that the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(iv) On home leave, in accordance with the provisions of rule 105.3;

(v) On separation of a staff member from service, provided that the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;

(vi) On journeys approved in connection with the education of a staff member's child;

(vii) On travel authorized for medical, safety or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(viii) On travel of the spouse to the duty station, in lieu of the staff member's family visit travel under rule 107.1 (a) (v), subject to the same conditions as specified in rule 107.1 (b).

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to the official duty station from any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel from the place of recruitment or home leave.

(c) Under subparagraph (a) (v) above, the United Nations shall pay the travel expenses of a staff member's eligible family members from the official duty station to the place to which the staff

(vii) Separation from service, with or without notice or compensation in lieu thereof, notwithstanding rule 109.3;

(viii) Summary dismissal.

(b) The following measures shall not be considered to be disciplinary measures, within the meaning of this rule:

(i) Reprimand, written or oral, by a supervisory official;

(ii) Recovery of moneys owed to the Organization;

(iii) Suspension pursuant to rule 110.2.

Rule 110.4

Due process

(a) No disciplinary proceedings may be instituted against a staff member unless he or she has been formally notified, in writing, of the allegations against him or her and of the right to seek the assistance of counsel in his or her defence at his or her own expense, and has been given a reasonable opportunity to respond to those allegations.

(b) No staff member shall be subject to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee for advice as to what measures, if any, are appropriate, except that no such advice shall be required:

(i) If referral to the Joint Disciplinary Committee is waived by mutual agreement of the staff member concerned and the Secretary-General;

(ii) In respect of summary dismissal imposed by the Secretary-General in cases where the seriousness of the misconduct warrants immediate separation from service.

(c) In cases of summary dismissal imposed without prior submission of the case to a Joint Disciplinary Committee in accordance with subparagraphs (b) (i) and (ii), the staff member or former staff member concerned may, within two months of having received written notification of the measure, request that the measure be reviewed by such a Committee. A request shall not have the effect of suspending the measure. After the advice of the Committee has been received, the Secretary-General shall decide as soon as possible what action to take in respect thereof. An appeal in respect of such a decision may not be submitted to the Joint Appeals Board.

(d) An appeal in respect of a disciplinary measure considered by a Joint Disciplinary Committee pursuant to either paragraph (b) or (c), or in respect of financial responsibility for gross negligence pursuant to rule 110.5, shall be submitted directly to the United Nations Administrative Tribunal.

Rule 110.5

Joint Disciplinary Committees

(a) A standing Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his or her request in disciplinary matters at Headquarters; comparable standing committees may be established in the United Nations Office at Geneva, the United Nations Office at Vienna and such other offices as may be designated by the Secretary-General.

(b) The Secretary-General may also establish ad hoc Joint Disciplinary Committees at these or other duty stations for a particular case or series of cases, or may substitute an alternate procedure that conforms to the requirements of due process at duty stations or missions where there is no established staff representative body.

(c) The Joint Disciplinary Committee at Headquarters shall also be available to advise the Secretary-General at his request in matters pertaining to financial responsibility for gross negligence.

Rule 110.6

Composition of Joint Disciplinary Committees

(a) Each standing Joint Disciplinary Committee shall be composed of:

(i) Chairpersons, appointed by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established;

(ii) Members appointed by the Secretary-General;

(iii) Members elected by the staff at the duty station at which the Committee is established.

(b) If necessary, additional members may be selected at any time in the same manner as indicated in paragraph (a).

(c) The chairpersons and members of the Joint Disciplinary Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected as long as they are staff members assigned to the duty station of the Committee.

(d) A chairperson may be removed from the Joint Disciplinary Committee by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff at the duty station at which the Committee is established, taken at the initiative of any staff representative body at that duty station.

(e) The Secretary-General shall, in consultation with the staff representative body or bodies at the duty station at which a Joint Disciplinary Committee is established, appoint a Presiding Officer from among the panel of chairpersons.

(f) For the consideration of each case, a panel of the Joint Disciplinary Committee shall be constituted by the Presiding Officer as follows:

(i) A chairperson;

(ii) A member from among those appointed by the Secretary-General;

(iii) A member from among those elected by the staff.

The Presiding Officer, at the request of either party, may disqualify the chairperson or any member from the consideration of a specific case if in the opinion of the Presiding Officer the action is warranted by the relation of that member to the staff member whose case is to be considered or by any possible conflict of interest. The Presiding Officer may also excuse any member at that member's request from the consideration of a specific case.

(g) Ad hoc Joint Disciplinary Committees shall be composed as follows:

(i) At duty stations where there is an established staff representative body or bodies, ad hoc Joint Disciplinary Committees shall be composed, by the Secretary-General or an official designated by him or her, in a manner similar to that of standing Joint Disciplinary Committees, except that staff-appointed members may be substituted for staff-elected members. If no appointments are made within a period set by the Secretary-General, the designated official may make the appointments after consultation with the staff representative body or bodies;

(ii) At duty stations or missions where there is no established staff representative body, the head of office or mission, after reporting the matter to the Secretary-General, shall constitute a panel from among staff present at the duty station to investigate the allegations and to recommend what, if any, disciplinary measure should be imposed. The panel members shall be selected with a view to ensuring that the rights of all parties are respected.

(h) Any case relating to a staff member serving at a duty station where a standing Joint Disciplinary Committee is established shall be referred to that Committee, unless the Secretary-General considers there is a good reason to refer the case to a standing Committee at a different duty station or to an ad hoc Committee at the same or another duty station.

(i) When the advice of the Joint Disciplinary Committee at Headquarters is sought in a matter pertaining to financial responsibility for gross negligence, the level of the members constituting the panel shall be at least the same as the level of the staff member whose financial responsibility may be engaged.

Rule 110.7

Joint Disciplinary Committee procedure

(a) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch and shall make every effort to provide its advice to the Secretary-General within four weeks after the case has been submitted to it.

(b) Proceedings before a Joint Disciplinary Committee shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. If the Committee considers that it requires the testimony of the staff member concerned or of other witnesses, it may, at its sole discretion, obtain such testimony by written deposition, by personal appearance before the Committee, before one of its members or before another staff member acting as a special master, or by telephone or other means of communication.

(c) Each standing Joint Disciplinary Committee shall adopt its own rules of procedure, which shall be consistent with these Staff Rules and with any applicable administrative instructions, as well as with the requirements of due process. An ad hoc Committee shall apply the rules of procedure of the Headquarters Joint Disciplinary Committee, except to the extent that it decides, consistent with the requirements of due process. to apply other such rules.

(d) A Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by counsel, at his or her own expense, at the duty station where the Committee is established.

(e) A representative of the Office of Legal Affairs shall participate in an advisory capacity in the deliberations of the Joint Disciplinary Committee at Headquarters on an ex officio basis when the advice of the Committee has been requested in a matter pertaining to financial responsibility for gross negligence.

Article XI

APPEALS

Regulation 11.1

The Secretary-General shall establish administrative machinery with staff participation to advise him or her in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

Regulation 11.2

The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Chapter XII

GENERAL PROVISIONS

Rule 112.1

Gender of terms

In the French text of these Rules reference to staff members in the masculine gender shall apply to staff members of both sexes, unless it is clearly inappropriate from the context.

Rule 112.2

Amendment of, and exceptions to, Staff Rules

(a) Subject to regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the Staff Rules may be made by the Secretary-General, provided that such exception is not inconsistent with any staff regulation or other decision of the General Assembly and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

Rule 112.3

Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's gross negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 112.4

Liability insurance

In accordance with General Assembly resolution 22 (E) (I) of 13 February 1946, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 112.5

Staff member's beneficiaries

(a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.6

(Cancelled)

Rule 112.7

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties, shall be vested in the United Nations.

Rule 112.8

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.4 and 12.5, rules 100.1 to 112.8 as published in the present edition (ST/SGB/2002/1) shall be effective 1 January 2002. The English and French texts of these Rules are equally authoritative.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2005

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	189 952														
	Net D	127 970														
	Net S	115 166														
ASG	Gross	172 860														
	Net D	117 373														
	Net S	106 285														
			*	*	*	*	*									
D-2	Gross	141 974	145 065	148 156	151 248	154 340	157 431									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
						*	*	*	*	*						
D-1	Gross	129 405	132 119	134 832	137 547	140 261	142 974	145 689	148 403	151 116						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
												*	*	*		
P-5	Gross	106 368	108 679	110 987	113 295	115 605	117 913	120 223	122 532	124 842	127 150	129 458	131 768	134 077		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
														*	*	*
P-4	Gross	86 211	88 303	90 423	92 650	94 879	97 106	99 335	101 563	103 792	106 018	108 247	110 474	112 703	114 931	117 160
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
															*	*
P-3	Gross	69 779	71 715	73 656	75 589	77 530	79 467	81 402	83 342	85 280	87 217	89 156	91 161	93 226	95 287	97 350
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
													*			
P-2	Gross	56 465	58 056	59 643	61 344	63 077	64 809	66 542	68 273	70 008	71 742	73 473	75 209			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
P-1	Gross	43 831	45 358	46 883	48 413	49 938	51 464	52 992	54 519	56 043	57 571					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

	Staff member with a spouse or dependent child at time of separation	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
Years of continuous service away from home country	*Weeks of gross salary, less staff assessment, where applicable*		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES AND PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2004

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	246 944														
Assistant Secretary-General															
ASG	228 244														
Director															
D-2	189 791	194 106	198 418	202 727	207 040	211 351									
Principal Officer															
D-1	172 507	176 045	179 581	183 112	186 650	190 363	194 154	197 944	201 728						
Senior Officer															
P-5	143 546	146 554	149 562	152 573	155 581	158 588	161 596	164 608	167 614	170 622	173 632	176 647	179 872		
First Officer															
P-4	117 172	120 073	122 966	125 861	128 763	131 656	134 553	137 452	140 347	143 241	146 136	149 042	151 934	154 831	157 730
Second Officer															
P-3	96 302	98 762	101 220	103 674	106 135	108 592	111 049	113 511	116 084	118 773	121 459	124 145	126 833	129 519	132 208
Associate Officer															
P-2	79 006	81 209	83 404	85 603	87 801	90 000	92 198	94 393	96 595	98 793	100 990	103 190			
Assistant Officer															
P-1	61 521	63 640	65 750	67 862	69 976	72 086	74 203	76 313	78 426	80 539					

Salary scale for staff in the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2005

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
												•	•			
FS-7	Gross	85 652	87 859	90 069	92 413	94 758	97 106	99 456	101 798	104 148	106 494	108 840	111 192			
	Net D	63 130	64 587	66 043	67 496	68 950	70 406	71 863	73 315	74 772	76 226	77 681	79 139			
	Net S	58 794	60 132	61 466	62 801	64 132	65 407	66 802	68 133	69 468	70 800	72 095	73 375			
												•	•			
FS-6	Gross	70 280	72 306	74 336	76 361	78 385	80 415	82 442	84 476	86 500	88 526	90 590	92 747			
	Net D	52 985	54 322	55 662	56 998	58 334	59 674	61 012	62 354	63 690	65 027	66 366	67 703			
	Net S	49 454	50 684	51 918	53 147	54 375	55 607	56 837	58 071	59 297	60 525	61 753	62 978			
FS-5	Gross	59 674	61 373	63 102	64 830	66 562	68 292	70 023	71 752	73 486	75 215	76 945	78 674	80 405		
	Net D	45 965	47 106	48 247	49 388	50 531	51 673	52 815	53 956	55 101	56 242	57 384	58 525	59 667		
	Net S	43 040	44 073	45 108	46 145	47 196	48 246	49 298	50 347	51 400	52 451	53 502	54 550	55 600		
															•	•
FS-4	Gross	52 267	53 588	54 901	56 218	57 535	58 847	60 177	61 617	63 053	64 488	65 924	67 314	68 797	70 232	71 668
	Net D	40 632	41 583	42 529	43 477	44 425	45 370	46 317	47 267	48 215	49 162	50 110	51 027	52 006	52 953	53 901
	Net S	38 195	39 070	39 927	40 786	41 644	42 502	43 358	44 221	45 078	45 937	46 807	47 652	48 552	49 424	50 294
															•	•
FS-3	Gross	45 793	46 917	48 032	49 151	50 268	51 390	52 510	53 628	54 749	55 863	56 983	58 104	59 225	60 374	61 595
	Net D	35 971	36 780	37 583	38 389	39 193	40 001	40 807	41 612	42 419	43 221	44 028	44 835	45 642	46 447	47 253
	Net S	33 902	34 645	35 387	36 130	36 870	37 614	38 357	39 095	39 826	40 553	41 286	42 016	42 748	43 477	44 207
												•	•			
FS-2	Gross	40 221	41 208	42 201	43 188	44 176	45 165	46 110	47 143	48 133	49 122	50 110	51 097			
	Net D	31 959	32 670	33 385	34 095	34 807	35 519	36 199	36 943	37 656	38 368	39 079	39 790			
	Net S	30 208	30 863	31 518	32 173	32 828	33 485	34 110	34 798	35 453	36 110	36 765	37 420			
FS-1	Gross	35 346	36 217	37 085	37 954	38 821	39 694	40 565	41 432	42 303	43 169					
	Net D	28 449	29 076	29 701	30 327	30 951	31 580	32 207	32 831	33 458	34 082					
	Net S	26 988	27 561	28 135	28 709	29 283	29 860	30 437	31 009	31 585	32 160					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2004

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	116 528	119 589	122 653	125 708	128 770	131 832	134 897	137 955	141 018	144 076	147 139	150 203			
FS-6	96 937	99 510	102 087	104 652	107 225	109 799	112 368	114 968	117 774	120 587	123 400	126 207			
FS-5	83 450	85 639	87 835	90 030	92 227	94 419	96 615	98 808	101 005	103 200	105 395	107 587	109 782		
FS-4	73 198	75 025	76 843	78 665	80 485	82 307	84 128	85 953	87 771	89 593	91 414	93 176	95 055	96 878	98 699
FS-3	64 238	65 791	67 339	68 889	70 433	71 985	73 537	75 082	76 633	78 173	79 726	81 274	82 828	84 372	85 925
FS-2	56 596	57 896	59 270	60 636	62 004	63 372	64 679	66 107	67 475	68 848	70 213	71 581			
FS-1	50 376	51 488	52 596	53 701	54 808	55 922	57 030	58 206	59 411	60 610					

Appendix B

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		STEPS										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	58 335	60 709	63 203	65 697	68 191	70 686	73 180	75 674	78 168	80 662	83 157*
	(Gross pension)	56 920	59 155	61 389	63 623	65 858	68 132	70 458	72 782	75 107	77 433	79 758*
	(Total net)	45 168	46 889	48 610	50 331	52 052	53 773	55 494	57 215	58 936	60 657	62 378*
	(Net pension)	45 168	46 889	48 610	50 331	52 052	53 773	55 494	57 215	58 936	60 657	62 378*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	52 547	54 647	56 747	58 847	61 016	63 268	65 520	67 772	70 025	72 277	74 529*
	(Gross pension)	51 354	53 373	55 390	57 408	59 427	61 443	63 462	65 481	67 514	69 614	71 714*
	(Total net)	40 885	42 439	43 993	45 547	47 101	48 655	50 209	51 763	53 317	54 871	56 425*
	(Net pension)	40 885	42 439	43 993	45 547	47 101	48 655	50 209	51 763	53 317	54 871	56 425*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	47 285	49 185	51 085	52 985	54 885	56 785	58 685	60 628	62 665	64 703	66 741*
	(Gross pension)	46 297	48 123	49 948	51 774	53 600	55 426	57 252	59 079	60 905	62 731	64 554*
	(Total net)	36 991	38 397	39 803	41 209	42 615	44 021	45 427	46 833	48 239	49 645	51 051*
	(Net pension)	36 991	38 397	39 803	41 209	42 615	44 021	45 427	46 833	48 239	49 645	51 051*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	42 550	44 269	45 988	47 707	49 426	51 145	52 864	54 582	56 301	58 020	59 739*
	(Gross pension)	41 745	43 397	45 049	46 702	48 356	50 008	51 661	53 313	54 965	56 619	58 271*
	(Total net)	33 487	34 759	36 031	37 303	38 575	39 847	41 119	42 391	43 663	44 935	46 207*
	(Net pension)	33 487	34 759	36 031	37 303	38 575	39 847	41 119	42 391	43 663	44 935	46 207*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	38 295	39 794	41 345	42 904	44 464	46 023	47 582	49 142	50 701	52 261	53 820*
	(Gross pension)	37 594	39 092	40 590	42 089	43 587	45 085	46 584	48 081	49 580	51 079	52 576*
	(Total net)	30 287	31 441	32 595	33 749	34 903	36 057	37 211	38 365	39 519	40 673	41 827*
	(Net pension)	30 287	31 441	32 595	33 749	34 903	36 057	37 211	38 365	39 519	40 673	41 827*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	34 566	35 923	37 281	38 638	39 995	41 407	42 819	44 231	45 643	47 055*	
	(Gross pension)	33 865	35 221	36 578	37 935	39 291	40 648	42 006	43 362	44 719	46 075*	
	(Total net)	27 416	28 461	29 506	30 551	31 596	32 641	33 686	34 731	35 776	36 821*	
	(Net pension)	27 416	28 461	29 506	30 551	31 596	32 641	33 686	34 731	35 776	36 821*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	31 186	32 413	33 640	34 868	36 095	37 322	38 549	39 777	41 045*		
	(Gross pension)	30 642	31 807	32 972	34 168	35 392	36 618	37 845	39 069	40 295*		
	(Total net)	24 813	25 758	26 703	27 648	28 593	29 538	30 483	31 428	32 373*		
	(Net pension)	24 813	25 758	26 703	27 648	28 593	29 538	30 483	31 428	32 373*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration)

First language	1 848 net per annum.
Second language	924 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		STEPS												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	75 067	78 861	81 855	84 849	87 843	90 838	93 832	96 826	99 820*				
	(Gross pension)	72 972	75 762	78 553	81 344	84 134	86 924	89 716	92 506	95 297*				
	(Total net)	57 348	59 414	61 480	63 546	65 612	67 678	69 744	71 810	73 876*				
	(Net pension)	57 348	59 414	61 480	63 546	65 612	67 678	69 744	71 810	73 876*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	70 199	72 986	75 772	78 559	81 346	84 133	86 920	89 707	92 494*				
	(Gross pension)	67 670	70 271	72 871	75 471	78 071	80 670	83 270	85 871	88 470*				
	(Total net)	53 437	55 360	57 283	59 206	61 129	63 052	64 975	66 898	68 821*				
	(Net pension)	53 437	55 360	57 283	59 206	61 129	63 052	64 975	66 898	68 821*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	64 486	67 075	69 665	72 255	74 845	77 435	80 025	82 614	85 204*				
	(Gross pension)	62 538	64 957	67 182	69 598	72 012	74 427	76 842	79 258	81 673*				
	(Total net)	49 495	51 282	53 069	54 856	56 643	58 430	60 217	62 004	63 791*				
	(Net pension)	49 495	51 282	53 069	54 856	56 643	58 430	60 217	62 004	63 791*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	58 774	61 061	63 436	65 812	68 187	70 562	72 938	75 313	77 688*				
	(Gross pension)	57 345	59 474	61 601	63 728	65 856	68 019	70 234	72 448	74 662*				
	(Total net)	45 493	47 132	48 771	50 410	52 049	53 688	55 327	56 966	58 605*				
	(Net pension)	45 493	47 132	48 771	50 410	52 049	53 688	55 327	56 966	58 605*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	55 032	56 772	58 511	60 288	62 133	63 999	65 864	67 729	69 594	71 459	73 325*		
	(Gross pension)	53 752	55 422	57 092	58 762	60 432	62 102	63 772	65 443	67 112	68 850	70 589*		
	(Total net)	42 724	44 011	45 298	46 585	47 872	49 159	50 446	51 733	53 020	54 307	55 594*		
	(Net pension)	42 724	44 011	45 298	46 585	47 872	49 159	50 446	51 733	53 020	54 307	55 594*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	49 622	51 192	52 762	54 332	55 903	57 473	59 043	60 658	62 342	64 026	65 710	67 394	69 078*
	(Gross pension)	48 547	50 056	51 564	53 072	54 581	56 088	57 597	59 106	60 614	62 122	63 631	65 140	66 648*
	(Total net)	38 720	39 882	41 044	42 206	43 368	44 530	45 692	46 854	48 016	49 178	50 340	51 502	52 664*
	(Net pension)	38 720	39 882	41 044	42 206	43 368	44 530	45 692	46 854	48 016	49 178	50 340	51 502	52 664*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	44 191	45 599											
	(Gross pension)	43 327	44 680											
	(Total net)	34 701	35 743											
	(Net pension)	34 701	35 743											
	(NPC)	0	0											

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration)

First language	1 848 net per annum.
Second language	924 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	51 423	53 976	56 528	59 081	61 752
	(Gross pension)	50 276	52 729	55 180	57 634	60 085
	(Total net)	40 053	41 942	43 831	45 720	47 609
	(Net pension)	40 053	41 942	43 831	45 720	47 609
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	45 251	47 220	49 189	51 158	53 127
	(Gross pension)	44 348	46 239	48 129	50 020	51 912
	(Total net)	35 486	36 943	38 400	39 857	41 314
	(Net pension)	35 486	36 943	38 400	39 857	41 314
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	41 492	43 291			
	(Gross pension)	40 734	42 461			
	(Total net)	32 704	34 035			
	(Net pension)	32 704	34 035			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2004

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	71 628	74 151	76 674	79 197	81 720	84 243	86 767
	(Gross pension)	69 008	71 362	73 715	76 069	78 422	80 776	83 129
	(Total net)	54 423	56 164	57 905	59 646	61 387	63 128	64 869
	(Net pension)	54 423	56 164	57 905	59 646	61 387	63 128	64 869
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	67 077	69 457	71 836	74 216	76 596	78 975	81 355
	(Gross pension)	64 858	66 992	69 205	71 423	73 641	75 860	78 078
	(Total net)	51 283	52 925	54 567	56 209	57 851	59 493	61 135
	(Net pension)	51 283	52 925	54 567	56 209	57 851	59 493	61 135
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	62 525	64 758	66 991	69 225	71 458	73 691	75 925
	(Gross pension)	60 786	62 786	64 786	66 786	68 852	70 933	73 013
	(Total net)	48 142	49 683	51 224	52 765	54 306	55 847	57 388
	(Net pension)	48 142	49 683	51 224	52 765	54 306	55 847	57 388
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	58 123	60 074	62 161	64 248	66 335	68 422	70 509
	(Gross pension)	56 712	58 583	60 453	62 325	64 195	66 066	67 970
	(Total net)	45 011	46 451	47 891	49 331	50 771	52 211	53 651
	(Net pension)	45 011	46 451	47 891	49 331	50 771	52 211	53 651
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	53 893	55 704	57 515	59 326	61 219	63 161	65 103
	(Gross pension)	52 647	54 387	56 127	57 869	59 609	61 350	63 091
	(Total net)	41 881	43 221	44 561	45 901	47 241	48 581	49 921
	(Net pension)	41 881	43 221	44 561	45 901	47 241	48 581	49 921
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	49 653	51 331	53 009	54 688	56 366	58 045	59 723
	(Gross pension)	48 575	50 187	51 798	53 411	55 023	56 636	58 248
	(Total net)	38 743	39 985	41 227	42 469	43 711	44 953	46 195
	(Net pension)	38 743	39 985	41 227	42 469	43 711	44 953	46 195
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	45 434	46 972	48 509	50 047	51 585	53 123	54 661
	(Gross pension)	44 517	45 994	47 472	48 950	50 429	51 908	53 386
	(Total net)	35 621	36 759	37 897	39 035	40 173	41 311	42 449
	(Net pension)	35 621	36 759	37 897	39 035	40 173	41 311	42 449
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	41 174	42 578	43 982	45 386	46 791	48 195	49 599
	(Gross pension)	40 429	41 778	43 126	44 474	45 822	47 170	48 518
	(Total net)	32 469	33 508	34 547	35 586	36 625	37 664	38 703
	(Net pension)	32 469	33 508	34 547	35 586	36 625	37 664	38 703
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration)

First language	1 848 net per annum.
Second language	924 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix F

SALARY SCALE FOR STAFF IN THE LANGUAGE TEACHER CATEGORY AT HEADQUARTERS

(United States dollars)

Effective 1 May 2004

		STEPS											
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	63 359	65 648	67 936	70 225	72 513	74 801	77 090	79 378	81 667	83 955	86 243	88 532
	(Gross pension)	61 524	63 576	65 627	67 701	69 834	71 969	74 104	76 238	78 372	80 507	82 641	84 775
	(Total net)	48 718	50 297	51 876	53 455	55 034	56 613	58 192	59 771	61 350	62 929	64 508	66 087
	(Net pension)	48 718	50 297	51 876	53 455	55 034	56 613	58 192	59 771	61 350	62 929	64 508	66 087
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix G

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(Effective as from the school year in progress on 1 January 2005)

	(1)	(2)	(3)	(4)	(5)	(6)
Country/currency area	*Maximum admissible educational expenses and maximum grant for disabled children*	*Maximum education grant*	*Flat rate when boarding not provided*	*Additional flat rate for boarding (for staff serving at designated duty stations)*	*Maximum grant for staff members serving at designated duty stations*	*Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)*
Part A						
Euro						
Austria	15 198	11 399	3 392	5 087	16 486	10 676
Belgium	14 446	10 835	3 147	4 720	15 555	10 251
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	10 263	7 697	2 716	4 074	11 771	6 641
Germany	18 993	14 245	3 794	5 690	19 935	13 935
Ireland	10 997	8 248	2 755	4 132	12 380	7 324
Italy	15 316	11 487	2 818	4 227	15 714	11 559
Luxembourg	14 446	10 835	3 147	4 720	15 555	10 251
Monaco	10 263	7 697	2 716	4 074	11 771	6 641
Netherlands	15 440	11 580	3 594	5 392	16 972	10 648
Spain	13 762	10 322	2 733	4 099	14 421	10 119
Danish krone	89 010	66 758	23 601	35 401	102 159	57 543
Japanese yen	2 324 131	1 743 098	525 930	788 895	2 531 993	1 622 891
Norwegian krone	71 632	53 724	18 338	27 507	81 231	47 181
Pound sterling	18 285	13 714	3 181	4 772	18 486	14 044
Swedish krona	100 733	75 550	22 569	33 853	109 403	70 641
Swiss franc	26 868	20 151	5 182	7 773	27 924	19 959
Part B						
United States dollar (outside the United States of America)	17 189	12 892	3 490	5 235	18 127	12 536
Part C						
United States dollar (in the United States)*	28 832	21 624	4 742	7 113	28 737	22 509

* Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.